

Promotion Coordinator To Do List

1. Evaluate workplan and determine dates for future promotion execution.
2. Key in any additions, deletions or changes in VAP & DPC accounts before the templates are generated. Communicate with fellow Promotion Coordinator's any changes that may effect their templates.
3. First thing on Monday morning (following templates being generated), work up the number of transfers needed for a particular promotion. Transfers must be completed by Tuesday morning in order to comply with McLane contracts.
4. Relay to my neighboring regions the number of displays I will need from them to marry up with the number of cases I just pulled. I do this by sending an Excel spreadsheet that will subtract the number pulled from me from the number I pulled from them. The result is the difference of displays that need to be transferred between regions. (Sample form attached)
5. After all regions have completed their pulls, modify the templates to allow for the allocated product.
6. Print the templates as stated on the Promotion Checklist.
7. Download the following templates: Eby Brown - McLane - SuperFoods Cincy.
8. Edit the Merge Data form and Promotion Specific Forms. Print.
9. Fax the Promotions to the direct accounts that require PO numbers.
10. Print & Fax the order form to order all the product needed for the promotion.
11. Place the allocations in BPE for ordering.
12. Order the displays for each direct account according to the templates.
13. Copy the completed Promotion Specifics sheet (with the display order number and the dollar amount and draft date of product) and mail one to the direct account and one to the appropriate manager.
14. Calculate the number of cartons, by state, for 2 Eby-Brown houses with a breakout for Emro.
15. Email McLane their template.
16. Send Columbus the complete listing of Eby-Brown accounts
17. Overnight the Eby-Brown templates & state/carton breakdown to Chicago.
18. Post the promotion

Miscellaneous:

- ⌘ Add line numbers to SIS for each direct account.
- ⌘ Payments to direct accounts for VAP/DPC payments.
- ⌘ Maintain Stub information
- ⌘ Assist other Coordinators in completing their tasks.
- ⌘ Answer any questions from the sales team or direct accounts regarding promotions.
- ⌘ Remain in constant contact with neighboring regions to ensure a uniform delivery of promotions to shared direct accounts.
- ⌘ Update supplier numbers for direct accounts. Refer any outside accounts to the appropriate ROU.
- ⌘ Call any direct account that still have promotions outstanding awaiting PO#s.

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PROMOTION Checklist

Promotion Name & #: _____

1st available order date: _____

Date "bulk" of promotion ordered: _____

Date "bulk" of displays/sleeves ordered: _____

Date Activity Posted: (Posting dates: _____ - _____) _____

Fax/Call	REC	PO #s Needed	
		#540440 CSDC/Marsh - Fax to Larry Pittman	765-966-3974
		<i>**Order product, then add PO# when received</i>	
		#540551 Dittman - Fax to Gary Schmuelling	870-7535
		#790441 Felicia - Don Juillerat	614-471-9939
		#518339 JF Walker/Lou - Fax to Michelle Wright	502-425-5950
		#355800 Laurel Grocery -- Fax to Steve Madden	606-864-5555
		#577953 Modern Dist - Call Stephanie Ext: 243	800-677-5543
		#575750 S. Abraham - Fax 2 copies to John Hudson	616-791-7420
		<i>**Order displays, then add PO# when received. John will order product.</i>	
		#624790 Super Foods/Cin - Fax to Mr. Tim Allton	792-6496
		#624800 Super Foods/Bel - Fax to John White	937-592-8032
		#694560 White & Loudon - Fax to Susan	937-378-2137

Master Order #: _____

TEMPLATE QUARKS :

- ☐ Request Emro's (0112-XX-XX) promotion info (N59 - via BPE) and print to Karen's Printer # U7360
Sort & Page Break By: VAP Whlsr
- ☐ Eby/IN & OH - Download template. Create a pivot table for tax breakdown by state & house. Sort then overnight to Chicago.
SORT VAP by: 1-CID 2-TAX JURIS 3-SUPPLIER #
PAGE BREAK: X-CID
- ☐ Buyers Paper - deliver **product on Thursday & displays on Friday** - alphabetize VAP list, only 1 wk advance.
- ☐ Columbia Distributing -- Have displays/sleeves deliver "3" days before product
- ☐ JF Walker/Gah - alphabetize VAP list
- ☐ Kaiser - MES will breakdown for "state" usage and return for ordering product
- ☐ McLane/Cum - E-mail "promo info" to Kay H Long to obtain PO# to ship displays. Email the template to Bill Walker then fax him the promo spec sheet. (Email Template to: BWalker@McLaneco.com)
SORT VAP by: 1-CID 2-STATE PAGE BREAK: X-CID
- ☐ Super Foods/Bel - SORT VAP by: 1-TAX JURIS 2-SUPPLIER # Tuesday Deliveries ONLY
- ☐ Super Foods/Cinti - Create Pivot Table to total cartons per state.
- ☐ Hurt Candy Order displays 2 weeks inadvance product 1 week on Thursdays
- ☐ Topicz - Sort by State
- ☐ CSDC - Sort by State then by Supplier # -

DO NOT ORDER REGULAR PRODUCT FOR: B.Snell, Columbia Dist., J.F.Trompeter, J.F.Walker 0 Gah,

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Promotion Execution

Objective: To produce a Promotion Specifics Worksheet & Payment form to reflect accurate information pertinent to the individual account. This is accomplished by merging calculated data from Excel into Microsoft Word.

After the templates have been rounded to the necessary SKUs to equal an even number of cases, the Merge Data form can be modified to calculate and generate the Promotion Specifics Worksheet.

Step 1: Edit the formula in the brand columns so when the SKU number is entered, the cases are automatically broken down for each account.

Step 2: Enter the number of SKUs from the templates. If the number in the brand columns is not even, then either you have a calculation error or a data entry error. The total at the bottom of the worksheet should equal the number of cases allocated for this promotion.

Step 3: Change any data, ie: payment amount, for this specific promotion.

Step 4: Save the Merge Data form.

Step 5: Open the Promotion Specific Form in Word. All field names with surrounded by "<< >>" have corresponding columns in the Merge Data form in Excel. Modify the Promotion Specifics worksheet to comply with the promotion; ie: load information, reporting data, promotion name, etc. Make sure that you have enough brand styles for the promotion.

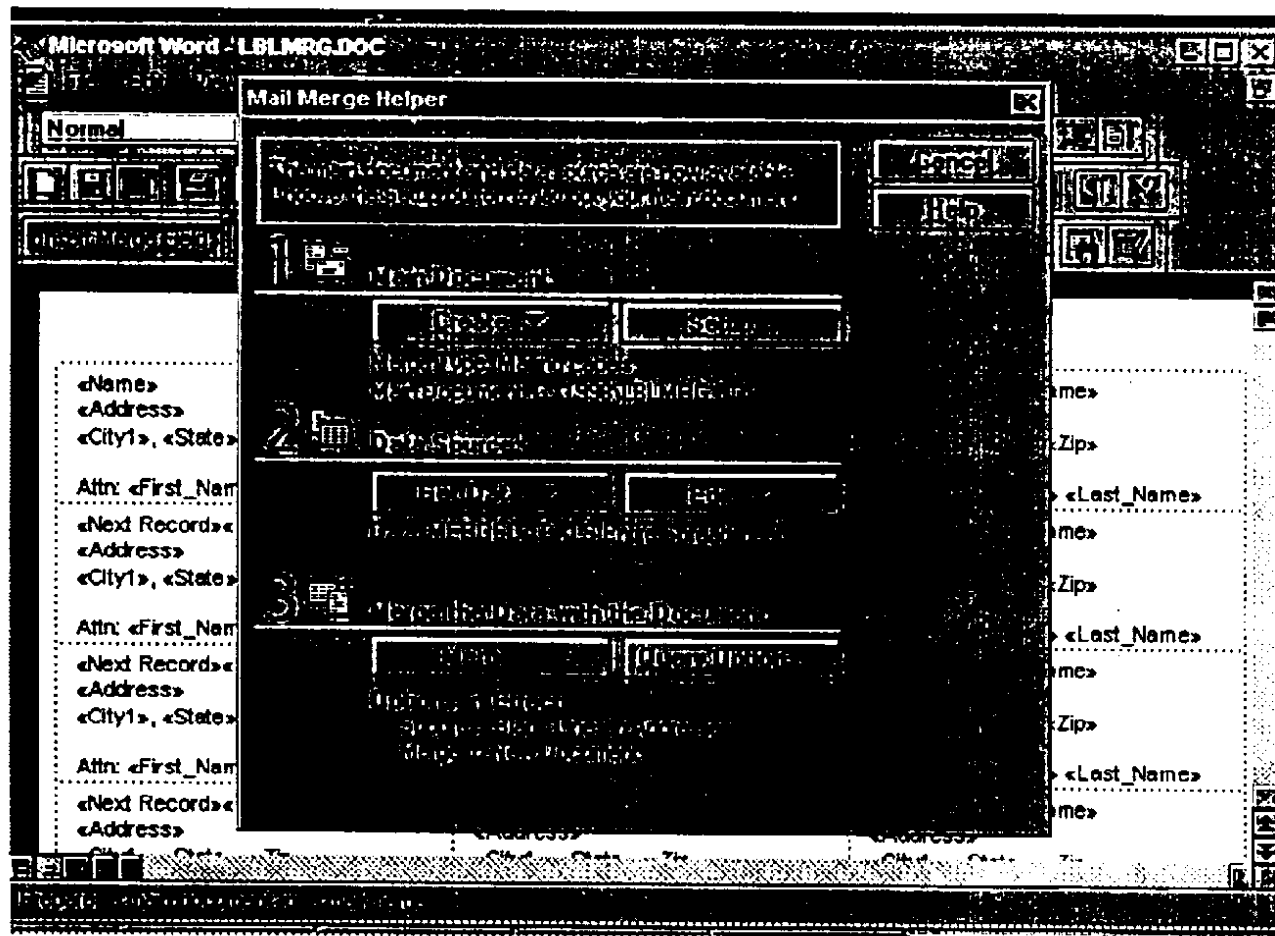
NOTE: Since the VAP/DPC payment form is the second page of this merge form, make sure that you change any specific information to fit this promotion.

Step 6: Using the Tools option, choose merge data. In the options field, choose accounts with a brand style of >=1. This will tell the system to only pull the accounts participating in this promotion.

Step 7: Print the merged document. Now you should have a Promotion Specific Worksheet & payment form for each direct account participating in the promotion. The number of cases has been broken down & payment information has been calculated by Excel and inputted into Word to produce a unique worksheet for each account.

Step 8: Save the blank promotion worksheet template under the promotion number for reference at a later date.

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CC: «rjrmgr»

DIRECT ACCOUNT NAME: «name»
DIRECT ACCOUNT NUMBER: «number»
DIRECT ACCOUNT CONTACT: «contact»
FAX NUMBER: «faxnumber»

PROMOTION SPECIFICS

1) DESCRIPTION

PROMOTION NAME: 01/98 DORAL \$7.50 off 15 Packs
PROMOTION DESCRIPTION:
PROMOTION DATE: 01/19/98 (shipped to retail) Promotion # 800007
CARTONS PER DISPLAY: 120 Cartons (4 ctns LIVE)
RETAIL UNIT CONTAINS: 80 Offers

Load: Doral Lt. Doral Lt. 100 Doral 100
Doral Men. Lt. 10 Doral FF 85 Doral Ult. Lt. 100

2) MONIES

ASSEMBLY OF PROMOTION: «totalskuctn_60»Cs. (6M - LIVE PRODUCT) X \$ 4.90 = \$ _____

3) ORDERING / RECEIVING INFORMATION

BRAND STYLES

	<u>PROMOTIONAL</u> <u>PRODUCT</u>	<u>PROMO UPC</u> <u>(12300+)</u>	<u>REGULAR</u> <u>PRODUCT</u>	<u>REG CASE</u> <u>UPC</u>	<u>REG CTN</u> <u>UPC</u>
Doral Lt.	«ProBrand1»	24864	«RegBrand1»		
Doral Lt. 100	«ProBrand2»	24865	«RegBrand2»		
Doral 100	«ProBrand3»	24866	«RegBrand3»		
Doral Men. Lt. 100	«ProBrand4»	24871	«RegBrand4»		
Doral FF 85	«Proband_5»	24869			
Doral Ult. Lt. 100	«ProBrand6»	24870			

EFT \$\$\$ (If Applicable) \$ _____ \$ _____

Draft Date: _____ Draft Date: _____

Display/POS Kits (# 535805): «SKUs»

ORDER NO.: _____

Palletize Order: Yes _____ No _____

Call 24 Hrs Prior: Yes _____ No _____

ARRIVAL DATE:

PRO PRODUCT 1/2/98

DISPLAYS 1/2/98

REG PRODUCT _____

ORDERING INFORMATION:

PO # _____

EFT \$\$ «EFT»

Cost of Order _____

DATE ORDERED:

PRO PRODUCT _____

DISPLAYS _____

REG PRODUCT _____

REGULAR PRODUCT ORDERED: YES___ NO___ N/A___

4) PROMOTION ASSEMBLY INSTRUCTIONS ----- Product is NOT Presleeved

Doral "\$7.50 off 15 Packs" will be in "live" cartons. Cartonw will be marked on the outside with "Special Offer" stickers on end panels. All packs will have .50¢ off tear tape. Each 6M case will contain 20-15 pack offers. Direct account should place one specially marked carton into the promotional 15-pack carton. They should also place five additional specially marked (50¢ off tear tape) in 15-pack carton to complete the offer. VAP payment is \$4.90/6M case.

ATTACHMENTS - VAP Store List / VAP Payment Form / Gratis Tax Reimbursement Form (if applicable)

MAIL STATEMENT/INVOICE FOR "ASSEMBLY OF PROMOTION" AND BACK-UP INFORMATION TO

APPROPRIATE R.J. REYNOLDS TOBACCO MANAGER : «RJRMgr»

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REQUEST FOR VAP / DPC PAYMENT

(ROU PLEASE PROCESS THIS PAYMENT)

PAYEE: «Name»	SIS #: «Number»
LOCATION: «City»	
INFORMATION FOR CHECK STUB: Payment for 1/98 DORAL \$7.50 off 15 Packs (#800007)	
PROMOTION MONTH: January, 1998	
WEEK SHIPPED TO RETAIL: 1/19/98	

PROMOTION TYPE	6M PAYMENT	QTY	AMOUNT
PACKS: Cpns/VPRs/Premiums/B SGS	\$4.90	«totalskuctn_ 60»	«Dollar_Amou t»
CARTONS: Cpns/VPRs/Premiums			
MISCELLANEOUS			

DPC PROMOTION	PLACEMENT PYMT	# PLCEMTS	PAYMENT
\$ \$ PER LOCATION	\$ 4.50 (Sniped) \$ 7.00 (Unsniped)		

TOTALS:	\$ \$
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Payment approved by: «RJRMgr»	VM#:	Date:
DATE MAILED TO ROU: _____		

- ➡ Submit your company's signed invoice, attached to RJR's VAP/DPC payment request (this form).
- ➡ Submit your signature on the list of retail stores to which the displays were sent indicating any retail store changes (additions/deletions). RJR must authorize where extra displays are sold.
- ➡ Must be received prior to the 15th of each month to receive payment.
- ➡ MAIL TO: «RJRMgr»

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MergeData

RJRMgr	Number	Name	City	Contact	Faxnumber	EFT	ProBrand	ProBrand	ProBrand 3	ProBrand	total sku	Case	#SKUs	Dollar	Print
1840/Hammond/4701 Cre	434033	A. Topicz	Cincinnati	Dan Sunderha	513-351-9604	3722	1	2	2	2	7	3.60	30	\$25.20	1
1842/Miller	029160	Axon Candy	Louisville	Shelly Schabel	502-637-4075	1226	3	6	6	6	21	3.60	90	\$75.60	
183405/Campbell	060960	Bluegrass Cigar	Lexington	Barbara Wisne	606-254-3189	1170	0	0	0	0	0	3.60		\$0.00	
1846/Traylor	085960	Buyers Paper	Indianapoli	Ric Bluestein	317-684-7509	1498	0	0	0	0	0	3.60		\$0.00	1
183801/Newman	881400	Calderon Vending	Indianapoli	Ernie Calderon	317-899-6196	N/A	0	0	0	0	0	3.60		\$0.00	
183802/T Kelsay	1159800	Clevenger Vending	Yorktown,I	Don Clevenger	N/A	No / 1465	0	0	0	0	0	3.60		\$0.00	
183403/R Reeves	5682970	Columbia Candy	Columbia	Dan Waggener	NO FAX	3350	0	0	0	0	0	3.60		\$0.00	
1838/Wagner	1254000	Columbia Dist	Indianapoli	Mike Mason	317-271-1790	1168	0	0	0	0	0	3.60		\$0.00	1
1838/Wagner	3339180	Columbia Wholesale	Indianapoli	Rade Savich	317-923-7305	3568	0	0	0	0	0	3.60		\$0.00	1
1844/McCleary	1260800	Columbia Candy	Columbus	Dave Tritsch	614-444-7557	1194	3	6	6	6	21	3.60	90	\$75.60	1
183405/Campbell	1306000	Cooper Wholesale	Cynthiana	Charlie Cooper	606-234-5725	1251	0	0	0	0	0	3.60		\$0.00	
1846/Albers	5404400	CSDC (Marsh V/P)	Richmond	Larry Pittman	765-966-3974	1706	0	0	0	0	0	3.60		\$0.00	1
1846/Traylor	1389600	Cubberley's, Inc	Marion,IN	Kem Linn	317-674-7728	N/A	0	0	0	0	0	3.60		\$0.00	1
182405/Oaks	4744800	D. O' Conner	Urbana Oh	Ann Shockey	513-653-4946	1877	0	0	0	0	0	3.60		\$0.00	1
1842/Sullivan	5682980	DE Mikesell(WT Cum	Lexington	Don Mikesell	606-233-0733	3367	0	0	0	0	0			\$0.00	
1840/Hammond/4701 Cre	5405510	Dittman Adams	Fairfield, O	Gary Schmuelli	513-870-7535	1027	1.2	2.4	2.4	2.4	8.4	3.60	36	\$30.24	1
1840/Schroer	5461200	E. A. Robinson	Maysville	John Dehnam	606-564-8747	1065	0	0	0	0	0	3.60		\$0.00	
1840/Lintzenich	748800	E. W. Brockman	Connersvil	Tom Knecht	317-825-5341	1131	0	0	0	0	0	3.60		\$0.00	
1846/Albers	2695240	Eby-Brown IN	Indianapoli	Dawn/Ron Ber	708-897-8792	1825	42	84	84	84	294	3.60	1260	\$1,058.40	1
1844/McCleary	6093890	Eby-Brown OH	Springfield	Rich Haen	513-324-3702	3417	35	70	70	70	245	3.60	1050	\$882.00	1
1846/Albers	2695240	EbyBrown/Emro	Indianapolis, IN		708-897-8792	1825	0	0	0	0	0	3.60		\$0.00	
1844/McCleary	6093890	EbyBrown/Emro	Springfield,OH		513-324-3702	3417	0	0	0	0	0	3.60		\$0.00	
183708/Latham	5716800	F. G. Schmitt	Henderson	Hazel Chaney	502-827-2308	3290	0	0	0	0	0	3.60		\$0.00	
1840/Schroer	5587200	F. Sabin Wholesale	Wilmington	Gene Doyle	513-382-7810	1257	0	0	0	0	0	3.60		\$0.00	
183802/T Kelsay	1950500	Fisher Broadway	Union City	Fred Wehrty	765-964-7949	N/A	0	0	0	0	0	3.60		\$0.00	
1844/McCleary	7904410	Flichia Wholesale	Columbus	Gus Flichia	614-471-9939	1984	2	4	4	4	14	3.60	60	\$50.40	1
1846/Traylor	2500000	Grocer's Supply	Indianapoli	Ron Perkins	317-244-8423	1180	0	0	0	0	0	3.60		\$0.00	1
1844/McCleary	2513500	Gummer Wholesale	Heath, OH	Bill Yost	614-928-6727	1119	2	4	4	4	14	3.60	60	\$50.40	1
183406/Bushong	2690400	Harrodsburg Candy	Harrodsbu	Bill Wickliffe	606-734-4255	N/A	0	0	0	0	0	3.60		\$0.00	
1840/Schroer	4627900	Hicks Wholesale	Portsmouth	Eric Hicks	614-354-1182	3245	1	2	2	2	7	3.60	30	\$25.20	1
183403/Reeves	4365930	HT Hackney	Glasgow	Glenda Troxall	502-651-9286	3217	0	0	0	0	0	3.60		\$0.00	1
1840/Godby	2560000	HT Hackney Middlesb	Middlesbor	Keith Rogers	606-248-8765	1105	0	0	0	0	0	3.60		\$0.00	1
1840/Godby	2559900	HT Hackney Somerse	Somerset	Mark Laurendi	606-678-6598	1104	0	0	0	0	0	3.60		\$0.00	1
183405/Campbell	2959200	Hughes C&T	Georgetow	Patrick Manion	N/A	3285	0	0	0	0	0	3.60		\$0.00	

MergeData

RJRMgr	Number	Name	City	Contact	Faxnumber	EFT	ProBrand	ProBrand	ProBrand 3	ProBrand	total_sku	Case	#SKUs	Dollar	Print
182802/C Clark	2984000	Hurt Candy & Tobacc	Portsmouth	Gary Clark	614-353-7765	N/A	0	0	0	0	0	3.60		\$0.00	
1842/Miller	5183390	J. F. Walker	Louisville	Shawn Coomer	502-425-5950	1322	2	4	4	4	14	3.60	60	\$50.40	1
1844/McCleary	6719100	J. F. Walker	Gahanna	Jerry Brown, &	614-751-5175	1322	0	0	0	0	0	3.60		\$0.00	1
1842/Casabella	7032000	J. Winkler & Son	Dale, IN	Tom Winkler	812-937-2044	3626	0	0	0	0	0	3.60		\$0.00	
183804/McNulty	5693000	J.H. Saylor	Burnettsville	Howard Saylor	219-826-4316	3193	0	0	0	0	0	3.60		\$0.00	1
1842/Casabella	2503200	John C. Groub	Seymour, I	Robert Lamb	812-522-1374	N/A	0	0	0	0	0	3.60		\$0.00	
1837/Murley	6502800	John F. Trompeter	Louisville	Kathy Trompet	502-583-2524	1581	0	0	0	0	0	3.60		\$0.00	
1842/Miller	3232800	Kaiser Tobacco	New Alban	Mark Kaiser	812-949-5353	3003	2	4	4	4	14	3.60	60	\$50.40	1
1840/Lintzenich	3266400	Keilson-Dayton	Dayton, O	Gregg Welligh	937-236-2124	1928	0	0	0	0	0	3.60		\$0.00	1
183706/Howard	3320800	Key Oil	Franklin, K	Joyce Pinson	502-586-6643	N/A	0	0	0	0	0	3.60		\$0.00	
183405/Campbell	3988520	Klee Company	Falmouth,	Marianne Roseberry		NA	0	0	0	0	0	3.60		\$0.00	
1842/Casabella	3440400	Krodel Wholesale	Jasper, IN	Geoff Stallwoo	812-634-2870	1419	0	0	0	0	0	3.60		\$0.00	
1837/Murley	3516000	Lambert's Distributing	New Alban	John Schroede	812-949-9929	3203	0	0	0	0	0	3.60		\$0.00	1
1840/Godby	3558000	Laurel Grocery	London, K	Steve Madden	606-864-5555	1499	0	0	0	0	0	3.60		\$0.00	1
183403/Reeves	3581400	Lebanon Wholesale	Lebanon,	Danny Rucker	502-692-3144	1562	0	0	0	0	0	3.60		\$0.00	
1842/Sullivan	3943200	Madison Grocery	Richmond,	Teresa Detwille	606-623-2446	1139	0	0	0	0	0	3.60		\$0.00	1
182806/K Scaggs	3973200	Manker Wholesale	Chillicothe,	Rebecca Willia	614-773-2195	N/A	0	0	0	0	0	3.60		\$0.00	
182407/Y Page	3902400	McKinnan Bros, Inc.	Celina, OH		419-586-6772	1298	0	0	0	0	0	3.60		\$0.00	1
1840/Hammond/4701 Cre	6652760	McLane Cumberland	Nicholasvil	Bill Walker	606-887-8274	3470	0	0	0	0	0	3.60		\$0.00	1
1840/Hammond/4701 Cre	6652760	McLaneCum/Emro	Nicholasvil	Bill Walker	606-887-8274	3470	0	0	0	0	0	3.60		\$0.00	
1840/Lintzenich	4201200	Miami Cigar	Dayton, O	Bob Furderer	513-252-0827	3305	0	0	0	0	0	3.60		\$0.00	1
1842/Miller	5534750	Miller & Hartman S.	Leitchfield,	Delbert Smith	502-259-6546	1709	3	6	6	6	21	3.60	90	\$75.60	1
1840/Godby	5779530	Modern Distributing	Somerset,	Jerry Ray	606-678-9622	1190	2	4	4	4	14	3.60	60	\$50.40	1
183705/Richardson	4474000	Mydad	Elizabetht	Kenny Richard	502-737-2280	1920	0	0	0	0	0	3.60		\$0.00	
183804/McNulty	5223100	R&M Wholesale	Brookston,	Jeff Schimer	317-563-3288	3762	0	0	0	0	0	3.60		\$0.00	1
1840/Godby	5373600	Renfro Supply Compa	Williamsbu	Mike Owens	606-549-5852	1859	1	2	2	2	7	3.60	30	\$25.20	1
182402/Holiday	7147390	Rich Wholesale	Logan, OH	Scott Richards	614-385-4138	3551	0	0	0	0	0	3.60		\$0.00	1
1846/Albers	6692100	Richmond Whls	Richmond,	Kevin Orr	765-935-0539	2097	0	0	0	0	0	3.60		\$0.00	1
1842/Casabella	5757500	S. Abraham & Sons	Louisville,	Carrie Roberts	502-964-6444	1022	0	0	0	0	0	3.60		\$0.00	1
1838/Wagner	5712200	Schlemmer	Greensbur	Dave Schlemm	812-663-5953	1831	0	0	0	0	0	3.60		\$0.00	1
182401/Alexander	6248000	Super Foods Bellefon	Bellefontai	John White	513-592-8032	1689	0	0	0	0	0	3.60		\$0.00	1
1840/Schroer	6247900	Super Foods Cincinn	Cincinnati,	Tim Allton/Buy	513-792-6496	1949	0	0	0	0	0	3.60		\$0.00	1
1842/Weber	6787190	Wabash Food Servic	Vincennes	Gary Hampton	812-882-8371	3544	0	0	0	0	0	3.60		\$0.00	1
182808/R Cardosi	4968240	Watkins - Schneider	Hamilton,	Bill Daily	513-863-2123	1866	0	0	0	0	0	3.60		\$0.00	

MergeData

RJRMgr	Number	Name	City	Contact	Faxnumber	EFT	ProBrand	ProBrand	ProBrand 3	ProBrand	total_sku	Case	#SKUs	Dollar	Print
183801/Newman	6920400	Western Importing	Indianapoli	John Secoulas	317-635-9259	1007	0	0	0	0	0	3.60		\$0.00	
183707/McCarty	6932000	Wetterau Food Servic	Greenville	Linda Bethel	502-338-0193	2084	0	0	0	0	0	3.60		\$0.00	
1840/Schroer	6945600	White & Loudon	Georgetow	Rex Loudon	937-378-2137	3725	0	0	0	0	0	3.60		\$0.00	1
1842/Weber	6984000	Wiemuth & Son	Terre Haut	Bob Wiemuth	812-238-2686	1044	0	0	0	0	0	3.60		\$0.00	
1840/Schroer	7026500	Wilson Distributing	Middletow	Ray Wilson	513-423-3401	3645	0	0	0	0	0	3.60		\$0.00	1
182405/Oaks	7224100	Zollinger Inc.	Piqua, OH	Jack/Kevin Sel	513-773-0882	3692	0	0	0	0	0	3.60		\$0.00	
													0		
							44	44	44	44			2976		

MergeData

Mailing Name	Address	City	State	Zip	First Name	Last Name
TOPICZ	2121 SECTION RD	CINCINNATI	OH	45237	DAN	SUNDERHAUS
AXTON CANDY & TOB CO	PO BOX 32219	LOUISVILLE	KY	40232	SHELLY	SCHABEL
BLUEGRASS CIGAR	420 LAWRENCE ST	LEXINGTON	KY	40508	BARBARA	WISNER
BUYERS PAPER	510 W MERRILL ST	INDIANAPOLIS	IN	46225	RIC	BLUESTEIN
CALDERON BROTHERS	9702 E 30TH ST	INDIANAPOLIS	IN	46229	ERNIE	CALDERON
CLEVINGER VENDING	9108 W SUTHERLA	YORKTOWN	IN	47396	DON	CLEVINGER
COLUMBIA CANDY	114 REED ST	COLUMBIA	KY	42728	DAN	WAGGENER
COLUMBIA DIST CO INC	8222 INDY LANE	INDIANAPOLIS	IN	46214	MIKE	MASON
COLUMBIA WHOLESALE	2625 LAFAYETTE R	INDIANAPOLIS	IN	46222	RADE	SAVICH
COLUMBUS CANDY	259 HOSACK ST	COLUMBUS	OH	43207	DAVE	TRITSCH
COOPER WHOLESALE	114 S POPLAR ST	CYNTHIANA	KY	41031	CHARLIE	COOPER
CSDC	PO BOX 1799	RICHMOND	IN	47375	LARRY	PITTMAN
CUBBERLEY'S	910 W 34TH ST	MARION	IN	46953	KEM	LINN
D. O'CONNORS	116 E COURT ST	URBANA	OH	43078	ANN	SHOCKEY
D.E. MIKESELL	PO BOX 11396	LEXINGTON	KY	40575	DON	MIKESELL
DITTMAN ADAMS CO INC	PO BOX 18157	HAMILTON	OH	45018	GARY	SCHMUELLING
E.A. ROBINSON CO.	PO BOX 370	MAYSVILLE	KY	41056	JOHN	DENHAM
EW BROCKMAN	18TH & COLUMBIA	CONNERSVILLE	IN	47331	MIKE	BROCKMAN
		0 INDIANAPOLIS	IN	46241		
		0	0	0	0	
FRANK G. SCHMITT CO.	213 N MAIN ST	HENDERSON	KY	42420	HAZEL	CHANEY
FRED SABIN WHOLESALE	47 W MAIN ST	WILMINGTON	OH	45177	GENE	DOYLE
FISHER BROADWAY	215 N UNION ST	UNION CITY	IN	47390	FRED	WEHRLY
FLICHIA WHSE. DIST.	3100 E 17TH AVE	COLUMBUS	OH	43219	GUS	FLICHIA
GROCERS SUPPLY	4310 STOUT FIELD	INDIANAPOLIS	IN	46241	RON	PERKINS
GUMMER	1945 JAMES PKWY	HEATH	OH	43056	PO	BOX 2288
HARRODSBURG CANDY	110 E POPLAR ST	HARRODSBURG	KY	40330	BILL	WICKLIFFE
HICKS WHOLESALE	2630 GALLIA ST	PORTSMOUTH	OH	45662	ERIC	HICKS
H.T. HACKNEY	104 WESTWOOD S	GLASGOW	KY	42141	GLENDA	TROXALL
H.T. HACKNEY CO.	PO BOX 879	MIDDLESBORO	KY	40965	KEITH	ROGERS
H.T. HACKNEY/SOMERSET	PO BOX 399	SOMERSET	KY	42502	MARK	LAURENDINE
HUGHES C & T CO.	607 N BROADWAY	GEORGETOWN	KY	40324	PATRICK	MANION

MergeData

Mailing Name	Address	City	State	Zip	First Name	Last Name
HURT CANDY	1105 OFFNERE ST	PORTSMOUTH	OH	45662	GARY	CLARK
J. F. WALKER CO., IN	4015 COLLINS LAN	LOUISVILLE	KY	40245	SHAWN	COOMER
J. F. WALKER CO., IN	PO BOX 30371	GAHANNA	OH	43230	JERRY	MCCLEER
J. WINKLER	IND 63 EAST	DALE	IN	47523	TOM	WINKLER
J. H. SAYLOR	PO BOX 7	BURNETTSVILLE	IN	47926	HOWARD/J	SAYLOR
JOHN GROUB	Ae A & 1st St	Seymour	IN	47274	Robert	Lamb
J.F. TROMPETER	637 E MAIN ST	LOUISVILLE	KY	40202	KATHY	TROMPETER
KAISER TOBACCO INC.	415 E OAK ST	NEW ALBANY	IN	47150	MARK	KAISER
KEILSON DAYTON	107 COMMERCE P	DAYTON	OH	45404	GREG	WELLINGHOFF
KEY OIL CO.		0 FRANKLIN	KY	42134		
KLEE WHOLESALE	408 RIDEWAY AVE	FALMOUTH	KY	41040	MARIANNE	ROSEBERRY
KRODEL WHOLESALE	PO BOX 229	JASPER	IN	47546	GEOFF	STALLWOOD
LAMBERT DIST	142 W MAIN ST	NEW ALBANY	IN	47150	JOHN	SCHROEDER
LAUREL GROC. CO.	PO BOX 4100	LONDON	KY	40743	STACY	MCWILLIAMS
LEBANON WHOLESALE	500 E MAIN ST	LEBANON	KY	40033		
MADISON GROCERY	PO BOX 580	CHILLICOTHE	KY	40475	Teresa	Detwiller
MANKER WHOLESALE	44 W WATER ST	CHILLICOTHE	OH	45601	REBECCA	WILLIAMS
MCKIRNAN BROS	5780 SCHNUNK RD	CELINA	OH	45822	BOB	MCKIRNAN
MCLANE CUMBERLAND	PO BOX 987	NICHOLASVILLE	KY	40340	BILL	WALKER
MIAMI CIGAR & TOB CO	1876 Radio Rd.	DAYTON	OH	45431		
MILLER & HARTMAN SO.	PO BOX 218	LEITCHFIELD	KY	42754	DELBERT	SMITH
MODERN DISTRIBUTORS	PO BOX 97	SOMERSET	KY	42502	JERRY	RAY
MYDAD, INC.	PO BOX 607	ELIZABETHTOWN	KY	42702	KENNY	RICHARDSON
R&M WHOLESALE	PO BOX 152	BROOKSTON	IN	47923	JEFF	SCHMIERER
RENFRO SUPPLY CO.	PO BOX 298	WILLIAMSBURG	KY	40769	MIKE	OWENS
RICHMOND MASTERS	P.O. BOX 189	RICHMOND	IN	47375	KEVIN	ORR
RICH WHOLESALE	2019 E FRONT ST	LOGAN	OH	43138	SCOTT	RICHARDSON
S. ABRAHAM & SON, INC.	4676 JENNINGS LA	LOUISVILLE	KY	40218	CARRIE	ROBERTS
SCHLEMMER WHOLESALE	113 N BROADWAY	GREENSBURG	IN	47240	DAVE	SHCLEMMER
SUPER FOODS INC.	PO BOX 219	BELLEFONTAINE	OH	43311	John	White
SUPER FOODS INC.	6300 Creek Road	Cincinnati	OH	45242	Tim	Alton
WABASH FOOD SERVICE	PO BOX 576	VINCENNES	IN	47591	GARY	HAMPTON, JR
WATKINS SCHNEIDER	416 MAPLE AVE	HAMILTON	OH	45011	BILL	DAILY

MergeData

Mailing Name	Address	City	State	Zip	First Name	Last Name
SUPER VALU	PO BOX 427	GREENVILLE	KY	42345	LINDA	BETHEL
WESTERN IMPORTING	1010 E MICHIGAN	INDIANAPOLIS	IN	46202	JOHN	SECOULAS
WHITE & LOUDON	118 N MAIN ST	GEORGETOWN	OH	45121	SUSAN	OR REX
WIEMUTH & SONS	1500 WABASH AVE	TERRE HAUTE	IN	47807	BOB	WIEMUTH
WILSON DISTRIBUTING	1336 MANCHESTE	MIDDLETOWN	OH	45042	RAY	WILSON
ZOLLINGER, INC.	101 S WAYNE ST	PIQUA	OH	45356	JACK	/ KEVIN SELOVER
GEM MUSIC	ATTN: JIM HAYES	DAYTON	OH	45402		

DPC Macro Information

Purpose: The DPC Macro is intended to improve the distribution of product to the low volume accounts that would be left out since templates are not generated. The macro will search the mainframe for all accounts supplied by that region's wholesalers and compile a scroll list for datagrab.

Set Up

Instructions:

1. Using Microsoft Excel, create a list of all the wholesalers for a particular division. (a single column of SIS numbers). This column needs to be formatted as TEXT. You can do this by clicking on the column id (A) and then selecting the format option on the button bar. Select cells and then text. **NEVER USE AN APOSTROPHE TO ENSURE THE ZERO APPEARS BEFORE A NUMBER.** When the cell is formatted as text, the zero will remain.

2. After the SIS numbers have been entered and the column formatted as TEXT, click on file then Save As. Save the file in the following directory: c:\extrawin\user*. *
Change the file format to "Text - Space Delimited" and then change the file name so it reads: dpclist.dat

Click on ok.

3. Save the file; dpclist2.ebm to the following directory: c:\extrawin\user*.*

To

Operate:

From a clean SIS, M01 screen, click on Macro. Choose dpclist2.ebm. The macro will now work its way down the list you created in Excel and will create a scroll list of all DPC accounts being supplied by your wholesaler. When the macro is finished, it will return you to the M31 screen with a scroll list and the option of "U" to use the list you just compiled. From this point, you can either datagrab or download the information to build the templates.

To

Modify:

If the need arises that a wholesaler needs to be added or subtracted, the adjustment can be made in the Excel spreadsheet. **WARNING:** When you open the spreadsheet, since it was saved in a different format than Excel Workbook, the program will prompt you for information (3 screens). The first two screens, simply click on Next. On the third screen, you need to stop the computer from changing the format of your list back to general. On the top right of the information box, choose text. This way your zeros will remain. Now you are ready to make any modifications required. When you save the file again, refer back to #1 for specific instructions.

DPC Execution

You can use this same Merge Data sheet for DPC accounts. Simply merge the data like the VAP template to a DPC Worksheet template and continue. The calculation process may show partial cases due to the low volume of accounts and the use of 12M cases. Keep the calculations the same and multiply the partial case amount to the dollar amount. This eliminates any confusion on payment.

An additional feature added to the worksheet would be the "IF" statement. If it is determined that we will not ship product when the promotion calls for less than $\frac{1}{2}$ a case. Word will evaluate the data inputted by the Excel calculation, if less than $\frac{1}{2}$ a case will be used, a comment will be automatically inserted that we will not be ordering product for this promotion. The direct account is instructed to use product from their existing inventory. If the amount is greater than $\frac{1}{2}$, then nothing will be inserted.

This is one more feature that will allow your Promotion Specific Worksheet to be customized to fit the individual needs of that direct account.

cc: «RJRMgr»

Account Name: «Name»
Account Number: «Number»
Contact: «Contact»
Fax Number: «Faxnumber»

Promotion Specifics

Promotion Name & #: DORAL 30¢ Off 1 Pack DPC
Reporting Information: DOR MAY .30/1 PK
Reporting Brand Description: DORAL KSF LT DORAL 100 LT DORAL 100 FF
DORAL MENTHOL 100 LT
Date Ship to Retail: 5/15/98
Load: 40 offers (1 Cartons each)

Payment: «totalskuctn_60» @ \$7.00 (6M) Case = «Dollar_Amount»
Product will be invoiced at \$3.00 off

<u>Brand Styles</u>	<u>Promo</u> <u>"SNIPE"</u> <u>Product</u>	<u>Promo</u> <u>UPC</u> <u>(12300+)</u>	<u>O</u> <u>R</u>	<u>Regular Product</u>	<u>Promo</u> <u>UPC</u> <u>(12300+)</u>
Doral Lt..	«RegBrand1»	25257			
Doral Lt. 100	«RegBrand2»	25258			
Doral FF 100	«RegBrand3»	25259			
Doral Men. 100	«RegBrand4»	25260			

Amount: _____ Draft Date: _____

Displays(#541142):«SKUs» # of VPR Sheets (N/A):

Order #: _____

ARRIVAL DATE:	ORDERING INFORMATION:	DATE ORDERED:
Sniped Prod: 4/22/98	PO#: _____	Sniped Prod: _____
Reg Product: N/A	(If applicable) EFT #: «EFT»	Reg Product: _____
Displays: 4/22/98	D/A Acct #: «Number»	Displays: _____

4) **PROMOTION ASSEMBLY INSTRUCTIONS** ——— Product Is Not Presleeved

Direct accounts should place four cartons in each counter display and ship to retail.

ATTACHMENTS - VAP Store List / VAP Payment Form / Gratis Tax Reimbursement Form (if applicable)

MAIL STATEMENT/INVOICE FOR "ASSEMBLY OF PROMOTION" AND BACK-UP INFORMATION TO APPROPRIATE R.J.
REYNOLDS TOBACCO MANAGER : «RJRMgr»

51846 6032

REQUEST FOR DPC PAYMENT

(ROU PLEASE PROCESS THIS PAYMENT)

PAYEE: «Name»	SIS #: «Number»
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LOCATION: «City»

INFORMATION FOR CHECK STUB:
PAYMENT FOR 5/98 Doral .30¢ off 1 Pack

PROMOTION MONTH: May, 1998

WEEK SHIPPED TO RETAIL: 5/18/98

DPC PROMOTION	(6M) PYMT	# of 6M Cases	PAYMENT

\$\$ PER LOCATION	\$7.00	«totalskuctn_6 0»	«Dollar_Amount»
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TOTALS:	\$ \$
----------------	--------------

Payment approved by: «RJRMgr»	VM#:	Date:
-------------------------------	------	-------

DATE MAILED TO ROU:

- ➡ Submit your company's signed invoice, attached to RJR's VAP/DPC payment request (this form).
- ➡ Submit your signature on the list of retail stores to which the displays were sent indicating any retail store changes (additions/deletions). RJR must authorize where extra displays are sold.
- ➡ **MAIL TO:** «RJRMgr»

51846 6033

Microsoft Word - DPCBLANK.DOC

File Edit View Insert Format Tools Window Help

Normal Times New Roman 10 100%

cc: «RJRMgr»

Account Name:

Account Number:

Contact:

Fax Number:

Promotion Specifics

Promotion Name & #: DORAL 30¢ Off 1 Pack DPC

Reporting Information: DOR MAY .30/1 PK

Reporting Brand Description: DORAL KSF LT DORAL 100 LT DORAL 100 FF
DORAL MENTHOL 100 LT

Date Ship to Retail: 5/15/98

Load: 40 offers (1 Cartons each)

Payment: «totalskuctn_60» @ \$7.00 (6M) Case = «Dollar_Amount»

Product will be invoiced at \$3.00 off

51846 6034

Microsoft Word - DPCBLANK.DOC

Normal Arial 10 100%

Insert Word Field: IF

Comparison

RJRMqr Equal to

OK Cancel Help

Date Ship to Retail: 5/15/98

Load: 40 offers (1 Cartons each)

Payment: <totalskuctn_60> @ \$7.00 (6M) Case = <Dollar_Amount>

Product will be invoiced at \$3.00 off

51846 6035

Ordering Product

When Excel computed the number of cases need to supply the SKUs for the template, it also copied these case numbers to an Order Form located in the Workbook. The only modification needed to this order form is the draft dates and hide the blank rows.

Simply print the form and fax it to the order department in Winston-Salem. When the form is faxed back, you will have a dollar amount as well as a drafting date.

By using this method, you reduce the time on the phone as well as having backup that the product was ordered and how much will be drafting.

Mailing Information

Now that the Promotion Specific sheets are modified, printed and the product ordered, use the Merge Data sheet to print the mailing lables.

Choose the lable template and merge the data from the Merge Data file in Excel. If you set the option criteria to a brand column ≥ 1 , it will only merge the accounts participating in the promotion. This will print the lables in the same order as your Promotion Specific worksheets and reduce the cost of sending the promotion by reducing the wasted number of lables.

To: Rhonda Hartman
(910) 741-3907

From: K. Ann Shelley (1810)
Fax# 513-769-7116

51846 6037

Date of Fax: 4/30/98
Page#: 1

ORDER AUTHORIZATION FORM
Promotional Product for Promo #: (800532)

SIS #	DIRECT ACCT NAME	EFT #	UPC#: PO #	25294	25292	25293	25295	Total Cases	WinSal USE ONLY		
				Doral Mthl Lt. 100	Doral Lt. Bx 100	Doral FF Bx 100	Doral Ult. Lt. 100		\$\$ Amount of Order	Product Delivery Date	Draft Date
434033	A. Topicz	3722		1	2	2	2	7		6/2/98	
029160	Axton Candy	1226		3	6	6	6	21		6/2/98	
1260800	Columbus Candy	1194		3	6	6	6	21		6/2/98	
5405510	Dittman Adams	1027		1.2	2.4	2.4	2.4	8.4	DO NOT ORDER	6/2/98	
2695240	Eby-Brown IN	1825		42	84	84	84	294	DO NOT ORDER	6/2/98	
6093890	Eby-Brown OH	3417		35	70	70	70	245	DO NOT ORDER	6/2/98	
7904410	Flichia Wholesale	1984		2	4	4	4	14		6/2/98	
2513500	Gummer Wholesale	1119		2	4	4	4	14		6/2/98	
4627900	Hicks Wholesale	3245		1	2	2	2	7		6/2/98	
5183390	J. F. Walker	1322		2	4	4	4	14	DO NOT ORDER	6/2/98	
3232800	Kaiser Tobacco	3003		2	4	4	4	14		6/2/98	
5534750	Miller & Hartman S.	1709		3	6	6	6	21		6/2/98	
5779530	Modern Distributing	1190		2	4	4	4	14	DO NOT ORDER	6/2/98	
5373600	Renfro Supply Comp	1859		1	2	2	2	7		6/2/98	
					200.4						

